OFFICE OF FAMILY PLANNING

TeenSMART Outreach Program

TSO Progress Report Instructions

Agencies funded as TeenSMART Clinical Outreach projects are required to submit two progress reports to the Office of Family Planning (OFP) by the end of the month following the completion of the end of the reporting period. Following is the schedule of reports due:

First Update Report:	November 1
First Progress Report:	February 1
Second Update Report:	May 1
Second Progress Report:	August 1

- The original and one copy of the reports must be submitted on or before the due date. The signature of the Project Director, in blue or red ink (**not black**), must be included on the original copy of the cover sheet. Submit the mailed original and one copy to:

Office of Family Planning
Attention: Name of your OFP Consultant
P.O. Box 997413
MS 8400
Sacramento, CA 95899-7413

- An electronic copy of the report should be submitted to:
  a. Your evaluation liaison
    - Antonia Biggs: Antonia@itsa.ucsf.edu
    - Gorette Amaral: Gorette@itsa.ucsf.edu
    - Nancy Berglas: Berglas@itsa.ucsf.edu

  b.
    - Diane Swann dswann@dhs.ca.gov

- Reports may not be submitted by Fax.

The progress report includes the following components: A) Cover Sheet, B) Administrative Update section, C) Community Collaboration section, D) Program Highlight section, E) Data Report Sheet, F) Statewide Outcome section, G) Continuous Program Improvement (CPI) section and H) Objective/Strategy Narrative section. Instructions for the completion of each of these components are outlined below.

COVER SHEET

Fill out the cover sheet form for the time period for which you are reporting. If staff changes have occurred, you will also need to fill out an agency change form and submit it to OFP.

ADMINISTRATIVE UPDATE

Current Staff Working on TSO: List all TSO staff, including peer educators, volunteers, and consultants, supported by the lead agency. Project titles and roles are indicated in your detail budget.

Complete each row. For the column labeled full time equivalent (FTE), indicate the percent time on project. Also, indicate by placing an S or check on how program staff is maintained on the project

Please indicate all staff changes (Lead Agency and subcontractor) that have occurred this reporting period, and describe why these changes came about. Grantees are reminded that changes in staff or subcontractors should be reported to your Program Consultant prior to the submission of your progress report. Please call or email your Program Consultant as soon as they are identified. Name changes for Agency, Executive Directors, Project Directors and Contact Person/Coordinator and Address changes for the above individuals will always require a written request on agency letterhead. Phone numbers, fax numbers and email address changes may be made without formal written request, however, the Program Consultant must be notified to make changes.

Subcontractor information (if applicable): List and complete subcontractor's information

Conference, Training, Regional Collaborative Meetings, Evaluation Meetings: List and indicate the specific meeting, program staff, topic that have been attended or conducted this reporting period. List and indicate whether the staff was a participant or presenter for the specified activity.

COMMUNITY COLLABORATION

Collaborating agencies, schools, and other sites of services: List all agencies, schools and sites of TSO services.

Narrative: In narrative form, provide a description of your collaborative alliance activities this reporting period. Please include your partners and their involvement with the project.

PROGRAM HIGHLIGHTS: NARRATIVE SECTION – Complete all sections

Program Highlights: Each TSO Program has the ability to positively impact their community and their program. In this section, please highlight achievements or success stories as a result of efforts conducted by program staff. Examples include but not limited to: acknowledgement of your program locally, regionally, nationally; successful application of additional funding for expansion of program; interviews or other media opportunities; acknowledgement by local or national organizations; conducting workshops or conferences.

Barriers and Resolution Efforts: In narrative form, identify barriers or challenges your project had encountered this reporting period and any resolution efforts the program made to overcome them. Identify the actions steps being taken to deal with these areas. If the reported numbers on the Data Report Form are low or questionable, please address. Example may include; difficulty recruiting participant; not being able to implement program in schools; staff turnover, etc. (**If agency is not able to identify barriers, please indicate "Not applicable this reporting period".)**

Technical Assistance: Please state the support or assistance your program would like in order to enhance skills of program staff or assistance in program implementation. Please indicate the specific technical assistance needed to accomplish the specific Objective/Strategy for the program. The OFP and Statewide partners will do their best to fulfill the desired technical assistance. **(If agency does not need technical assistance, please indicate "Not applicable this reporting period".)**

DATA REPORT SHEET

The activities reflected on the Data Report Sheet should correspond to the measurable objectives included in your project Scope of Work. (It is possible that not every objective in the SOW is reflected on the Data Sheet, but where the activities are the same, the numbers should be recorded.) The data sheet will be used to monitor your progress in meeting those objectives as well as for evaluating the overall accomplishments of the outreach efforts.

Informational Presentations

A. Group presentation

Definition: An informational group presentation is defined as any presentation to impart information in a non-clinic setting to a group of youth at risk of unintended pregnancy or causing unintended pregnancy. Presentations are intended to provide information and answer questions regarding clinic access, sexual responsibility, strategies for successful contraceptive use and teen services.

Reporting - Current Quarter:

# of Presentations: Report the number of presentations which outreach staff and peer educators have conducted during the current quarter.

# of Participants: Report the number of participants who have attended these presentations during the quarter. For example, if six presentations were provided and ten teens were present at each, you would report "6" presentations and a total of "60" participants. Teens may be counted more than once if they attended more than one presentation.

Reporting - Year to Date

For the first quarter of each fiscal year, the number reported for the quarter and for "Year-to-date" will be the same. In subsequent quarters, this number should equal the cumulative total for all quarters for the fiscal year to date. (NOTE: These instructions apply to all reporting categories described below.

Reporting - Targeted Number

The numbers recorded in this section should correspond with those projected in the Scope of Work for the fiscal year. (NOTE: These instructions apply to all reporting categories described below.)

One-on-one Outreach

Definition: One-on-one outreach includes private face to face sessions in which an outreach worker meets with an individual teen and helps the teen both assess his/her need for family planning and access those services. One-on-one outreach may be provided in any setting that includes sexually active teens at risk of unintended pregnancy, including health fairs, mall tabling, and street outreach. One-on-one outreach may also be conducted following a teen's participation in any group presentation, as described above.

Reporting - Current Quarter

# of Individuals: Report the number of individuals who were contacted through one-on-one outreach during the quarter. If the same individual was spoken to more than once in a quarter, he/she may be counted more than once. Include all outreach whether conducted by peer educators or staff.

Reporting - Year to Date/Targeted Numbers (See above)

Total Teens Reached

Reporting - Current Quarter

Report the number of teens reached through presentations and one-on-one outreach during the quarter. This number should be the sum of those two outreach categories and provide a count of the number of teens seen that quarter. Teens may be counted more than once.

Reporting - Year to Date/Targeted Numbers (See above)

Peer provided services

A. Peer educator recruited

Definition: Peer educator recruited includes those peers or near peers who assist the program on a regular voluntary basis or for a stipend, but who are not paid employees of the agency.

Reporting - Current Quarter

# of Peer Educators recruited: Report the number of peer educators recruited for the first time within the fiscal year.

Peer educator training

Definition: Peer educator training is training provided to peer educators to enable them to assist the program.

Reporting - Current Quarter

# of training session: Report the number of training sessions for peer educators for that quarter.

# of participants: Report the number of peer educators who attended each training. If one peer educator attended two trainings, s/he would be counted twice.

Reporting - Year to Date/Targeted Numbers (See above)

Community Linkages to Enhance Referrals

Definition: Community linkages include activities which are directed to establishing and maintaining linkages between the family planning clinic and schools, community agencies, county social service departments and other organizations and groups that serve high-risk teens, for purposes of referral to the family planning clinic.

Reporting - Current Quarter:

# of agencies: Indicate the number of agencies contacted during this reporting period which were not contacted in previous quarters of the fiscal period.

# of presentations: Report the number of presentations made to staff of the community agency during the current quarter for the purpose of establishing and/or maintaining your referral network.

# of agreements signed: Report the number of agreements signed by community agencies within the quarter to refer teens to the clinic. If you have long standing multi-year agreements count them

once during the fiscal year so that the cumulative reflects the total number of agreements in place for that year.

<u>Reporting</u> - Year to Date/Targeted Numbers (See above)

Community Awareness and Mobilization

<u>Definition:</u> Community Awareness and Mobilization services include activities, which target both the general community, to increase its awareness of the importance of preventing teen pregnancies, and teens to promote access to services.

<u>Reporting</u> - Current Quarter:

# of new pieces developed: Report the number of new fliers, brochures, handouts, etc. developed that quarter, which were not developed in previous quarters. Do not report the number distributed.

# of new ads developed: Indicate the number of different ads or mass media items (e.g. yellow pages ads, Public Service Announcements, posters, etc.) developed or purchased during this reporting period which were not developed or used in previous quarters of the funding period.

# of new items developed: Report the number of other items, not included in the above, which were developed or purchased this reporting period, and have not been reported in a previous quarter.

# of events: Report the number of events, such as health fairs, in which TSO participated and conducted outreach.

Estimated # reached: Provide an estimate of the number of people reached, by the new items developed and used. For example, count the number of people estimated to see a billboard in the quarter. Billboard companies may be able to provide an estimate. For a radio PSA, use the listenership number provided by the station.

<u>Reporting</u> - Year to Date/Targeted Numbers (See above)

TeenSMART Clinical Clients

<u>Definition:</u> Teen Clinical Clients are teens making a visit to the clinic for the purpose of family planning or receiving reproductive health care. The clinics must be Family PACT (Category of Service 11) and have a TeenSMART Category of Service 12 designation. Teens are counted if they receive services from clinics utilizing any Family PACT Provider ID numbers designated as receiving TeenSMART clients on the agency's TSO application or subsequent information to OFP. Although the clinics must be TeenSMART Family PACT clinics, the visit does not necessarily have to be billed to Family PACT for the client to be counted. It may be billed to other payer sources. The purpose is to count all teen clients receiving family planning visits at all TeenSMART clinics designated by the agency.

<u>Reporting</u> - Current Quarter:

A. *New teen client (unduplicated):* Report the number of unduplicated teens making their first family planning/reproductive health care visit during the current quarter. These should be clients served and may be counted regardless of payer source, e.g., Family PACT, Medi-Cal, etc. Report teens whether or not they can be linked to TSO as that data will be gathered elsewhere.

B. *Established teen clinical clients making first visit within fiscal year (unduplicated):* Report the number of unduplicated teens served, who were clinical clients in previous fiscal years and are returning for a family planning/reproductive health care visit within the fiscal year. Clients may be counted regardless of payer source.

C. *Total Teen Clinical Clients for fiscal year:* This is the sum of the subsections A and B. This will provide the count of new and established Teen Clients served by the TSO clinic within the fiscal year regardless of payer source. It should reflect the total number of clients between the ages of 10 and 19, who come to the clinic for family planning services whether or not the service was billed to Family PACT.

Reporting - Year to Date/Targeted Numbers (See above)

TeenSMART Counseling Visits

Definition: TeenSMART Counseling visits are those clinic visits during which TeenSMART enhanced counseling is provided and billed to Family PACT as procedure codes Z9760 and Z9761.

Reporting - Current Quarter:

Report the total number of TeenSMART counseling visits during the quarter, regardless of how many visits were for the same teen. Clients for whom you are reporting TeenSMART visits should have a Teen Questionnaire on file. This count provides a comparison with the Family PACT claims data and so should include only clients billed to Family PACT with a TS code, Z9760 or Z9761.

Reporting - Year to Date/Targeted Numbers (See above)

STATEWIDE OUTCOME EVALUATION

New Teen Client Survey:

1. Indicate in the New Client Survey boxes:

   - Indicate the Number of New Client Surveys required. Note: For each agency, this number is 50% of "new" TSO clients receiving services. The total of new client surveys submitted should not exceed 300. Example: Agency A has 100 new clients for the fiscal year. Agency A is required to collect and submit 50 surveys.
   - Indicate the number of surveys submitted "this reporting period".
   - Indicate the number of confirmed surveys received by the Evaluation Team through E-mail receipt.
   - Indicate the number of surveys submitted "to date"
   - Indicate the number of confirmed surveys received by the Evaluation Team through E-mail receipt.
   - Indicate the balance or remaining number of surveys to submit

2. Briefly explain, if applicable, any discrepancy that is found between the number of surveys submitted and the surveys confirmed by E-mail receipt.

3. Summarize briefly any successes and/or barriers encountered in implementing the New Client Survey.

4. Briefly explain, if applicable, how barriers will be addressed in the next reporting period.

Teen Outreach Survey:

1. Indicate in the New Client Survey boxes:

   - Each agency is required to submit 100 Teen Outreach Surveys
   - Indicate the number of surveys submitted "this reporting period".
   - Indicate the number of confirmed surveys received by the Evaluation Team through E-mail receipt.
   - Indicate the number of surveys submitted "to date"
   - Indicate the number of confirmed surveys received by the Evaluation Team through E-mail receipt.
   - Indicate the balance or remaining number of surveys to submit.

2. Briefly explain, if applicable, any discrepancy that is found between the number of surveys submitted and the surveys confirmed by E-mail receipt.

3. Summarize briefly any successes and/or barriers encountered in implementing the New Client Survey.

4. Briefly explain, if applicable, how barriers will be addressed in the next reporting period.

Coordinator Interviews:

1. Indicate either Yes or No, if your agency participated in the 1st Coordinator interview. Indicate Date in which the interview was conducted.

2. Indicate either Yes or No, if your agency participated in the 2nd t Coordinator interview. Indicate Date in which the interview was conducted.

Technical Assistance

Indicate either Yes or No, if your agency requests technical assistance regarding evaluation. Please specify the type of evaluation assistance you are requesting.

CONTINUOUS PROGRAM IMPROVEMENT (CPI) INFORMATION

Select the tool used to implement CPI evaluation requirement

Check the appropriate box, if CPI requirement is completed

Check and indicate if technical assistance is requested. Please specify the type of technical assistance requested.

Narrative: Summarize your findings and experience in implementing your CPI Tool. Indicate in your summary and attach a copy of completed or final tool:

- Who was involved in the CPI process
- If applicable, the development and implementation of the tool (participant/client satisfaction tool)
- Submit copy of final and/or completed tool.
- If applicable, summarize the sample completing tool (participant/client satisfaction tool)
- Summarize any changes your agency may consider based on the process.
- Summarize results and lessons learned from the data you collected (participant/client satisfaction tool).

OBJECTIVE/STRATEGY NARRATIVE

Complete one Objective/Strategy Narrative Form for each objective in your Scope of Work:

Restate the objective.

Summarize progress made to date toward meeting the objective. Use quantifiable terms. Include descriptive information regarding strategies employed, insights, setbacks, successes, special events, staffing issues, etc.